



County of Los Angeles
CHIEF ADMINISTRATIVE OFFICE

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DAVID E. JANSSEN
Chief Administrative Officer

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Fifth District

May 8, 2007

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**COUNTYWIDE CLASSIFICATION ACTIONS
INFORMATION TECHNOLOGY OCCUPATIONAL STUDY
(ALL DISTRICTS - 3 VOTES)**

IT IS RECOMMENDED THAT YOUR BOARD:

Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to reclassify 595 positions to six (6) recently established non-supervisory Information Technology (IT) classifications in conjunction with Phase I of the countywide IT Occupational Study; to add one (1) new IT management classification; and to make technical corrections.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Your Board has requested submission of classification letters on a periodic basis throughout the year to facilitate consideration of classification recommendations in a timely manner. Approval of these recommendations will provide the ordinance authority for County departments to implement the classification recommendations in this letter.

These classification and compensation recommendations will ensure the proper classification and compensation of positions to recognize the technological changes in countywide IT operations, as well as changes in the duties and responsibilities assigned to these jobs as performed by the incumbents (Attachments A and B). This is a primary goal of the County's classification system and a means for the appropriate classification and compensation of the County workforce. Positions reclassified upward, downward, and laterally are consistent with the class concepts of the proposed classifications. These actions are recommended based upon accepted principles of classification, and are important in addressing departmental operational needs and in maintaining consistency in personnel practices throughout the County. The proper classification and compensation of positions and employees facilitates good business operations, and can reduce the number of costly personnel-related problems.

Reclassifications - Information Technology Restructuring Study

On April 4, 2006, your Board approved the creation of six (6) classifications to address functional gaps within the County's existing IT classifications, and to reflect IT classifications and practices in the areas of network administration and technical support found in both the public sector and in private industry.

Subsequent to the establishment of these classes, we conducted a review of approximately 700 non-supervisory IT positions countywide, and are recommending that 595 positions in 22 departments be reclassified to recognize the changes in duties and responsibilities assigned to individual IT-related positions (Attachment B). These actions will also facilitate the recruitment and retention of technical skilled staff, and reduce reliance upon contract agency personnel.

New Class

In November 2006, your Board approved a new classification of Departmental Chief Information Officer II to function as the highest level information technology manager in large County departments, having highly complex information technology environments designated as such by the County Chief Information Officer (CIO) and Chief Administrative Officer (CAO). The new class of Departmental Chief Information Officer I (Attachment A) is being created to classify chief information officers in medium-sized County departments with complex centralized IT organizations designated as such by the CIO and CAO.

Technical Corrections

Two (2) IT-related classifications were inadvertently benchmarked to a non-IT classification, and consequently, did not receive the April 1, 2007 inequity adjustment. Benchmark corrections have since been made, and the recommended actions will implement the changes needed to correct the salaries for these classes (Attachment A).

Implementation of Strategic Plan Goals

Approval of the accompanying ordinance will further the County Strategic Plan, Workforce Excellence and Organizational Effectiveness Goals, to improve the quality of the workforce, to achieve departmental operational needs, and to maintain consistency in personnel practices throughout the County.

FISCAL IMPACT/FINANCING

The projected budgeted net County cost resulting from this action is \$434,246 annually based upon salaries as of April 1, 2007. Incumbents of filled positions promoted as a result of upward reclassifications generally receive increases ranging from 5.5 to 10 percent. Cost increases associated with upward reclassification actions and compensation changes will be absorbed within the Board's adopted budget for each affected department. No additional funding is required. Also, any costs savings from downward reclassifications will be realized in the future as these positions become vacant, and are filled at the recommended lower level.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Authority

The County Charter authorizes the establishment and maintenance of "a classification plan and the classification of all positions." This responsibility is further delineated in Civil Service Rule 5.

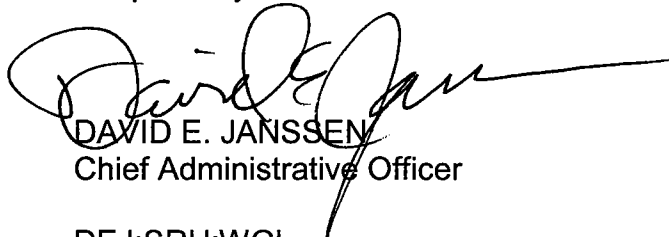
Approvals

- Appropriate consultations have been conducted with the impacted employee organizations.
- The accompanying ordinance implementing amendments to Title 6, Salaries, of the County Code has been approved as to form by County Counsel.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Your approval of these classification recommendations will enhance the operational effectiveness of the departments through proper classification of positions and employees.

Respectfully submitted,



DAVID E. JANSSEN
Chief Administrative Officer

DEJ:SRH:WGL
SJM:SHC:mst

Attachments (2)

c: Director of Personnel
Executive Officer, Board of Supervisors
County Counsel
Auditor-Controller
Chief Information Officer
Affected Departments

ATTACHMENT A

CLASS RECOMMENDED FOR ADDITION

Benefit designations are being shown for information only and are not part of the County Code. Savings Plan designees are also recommended to be designated as eligible for the Flexible Benefit Plan.

Savings/ Health Plan	Item No.	Title	Salary Schedule & Level	
Savings	2575	Departmental Chief Information Officer I	N23	R13

SALARY CORRECTIONS

Item No.	Title	Current Salary Schedule & Level		Recommended Correction to Salary Schedule & Level	
2611	Departmental Information Security Officer I	10/01/2006	99C	10/01/2006	99C
		07/01/2007	NN 99C	04/01/2007	101C
		01/01/2008	NN 100D	07/01/2007	NN 101C
		07/01/2008	NM 100D	01/01/2008	NN 102D
		01/01/2009	NM 101E	07/01/2008	NM 102D
				01/01/2009	NM 103E
2612	Departmental Information Security Officer II	10/01/2006	105F	10/01/2006	105F
		07/01/2007	NN 105F	04/01/2007	107F
		01/01/2008	NN 106G	07/01/2007	NN 107F
		07/01/2008	NM 106G	01/01/2008	NN 108G
		01/01/2009	NM 107H	07/01/2008	NM 108G
				01/01/2009	NM 109H

ATTACHMENT B

RECOMMENDED RECLASSIFICATIONS FOR NEW IT TECHNICAL SUPPORT ANALYST & NETWORK SYSTEMS ADMINISTRATOR SERIES (All positions are "A" items unless otherwise indicated)

Department	No of Pos.	Present Classification	No of Pos.	Classification Findings
Alternate Public Defender	1	Information Systems Analyst II (89L)	1	Senior Network Systems Administrator (95D)
Assessor	2	Information Technology Aide (69D)	2	Information Technology Technical Support Analyst I (81D)
	2	Senior Information Technology Aide (75D)	6	Information Technology Technical Support Analyst II (85D)
	4	Information Systems Analyst I (87D)		
	1	Application Developer II (90A)	1	Senior Information Technology Technical Support Analyst (89D)
	3	Information Systems Analyst II (89L)	4	Network Systems Administrator II (91D)
	1	Senior Application Developer (94L)		
	5	Senior Application Developer (94L)	5	Senior Network Systems Administrator (95D)
Beaches and Harbors – Beaches	1	Computer System Operator (68G)	1	Information Technology Technical Support Analyst II (85D)
Board of Supervisors	2	Information Systems Analyst Aid (80J)	2	Information Technology Technical Support Analyst II (85D)
	1	Information Systems Analyst I (87D)	2	Senior Information Technology Technical Support Analyst (89D)
	1	Information Systems Supervisor I (97C)		
	1	Information Systems Analyst I (87D)	1	Network Systems Administrator I (87D)
	4	Information Resource Specialist, Board of Supervisors (97G)	4	Senior Network Systems Administrator (95D)
Child Support Services	2	Senior Information Technology Aide (75D)	8	Senior Information Technology Technical Support Analyst (89D)
	3	Information Systems Analyst I (87D)		
	3	Application Developer II (90A)		
	4	Senior Application Developer (94L)	4	Senior Network Systems Administrator (95D)

Department	No of Pos.	Present Classification	No of Pos.	Classification Findings
Children and Family Services	1	Senior Typist-Clerk (65B)	1	Information Technology Technical Support Analyst I (81D)
	1	Information Systems Analyst I (87D)	1	Information Technology Technical Support Analyst II (85D)
	28	Information Systems Analyst I (87D)	42	Senior Information Technology Technical Support Analyst (89D)
	13	Information Systems Analyst II (89L)		
	1	Information Systems Support Analyst II (90D)		
	6	Information Systems Analyst II (89L)	6	Network Systems Administrator II (91D)
	8	Senior Information Systems Analyst (97C)	8	Senior Network Systems Administrator (95D)
County Counsel	2	Information Systems Analyst II (89L)	2	Network Systems Administrator II (91D)
	1	Information Systems Supervisor I (97C)	1	Senior Network Systems Administrator (95D)
District Attorney	1	Information Systems Analyst II (89L)	1	Senior Network Systems Administrator (95D)
Fire Department – Administrative Budget	1	Information Technology Aide (69D)	2	Information Technology Technical Support Analyst II (85D)
	1	Senior Information Technology Aide (75D)		
	1	Information Systems Analyst Aid (80J)	2	Senior Information Technology Technical Support Analyst (89D)
	1	Information Systems Analyst I (87D)		
	2	Senior Information Technology Aide (75D)	2	Network Systems Administrator I (87D)
	1	Information Systems Analyst II (89L)	1	Network Systems Administrator II (91D)
Health Services – Administration	1	Computer System Operator (68G)	7	Information Technology Technical Support Analyst II (85D)
	2	Senior Information Technology Aide (75D)		
	3	Information Systems Analyst I (87D)		
	1	Information Systems Analyst II (89L)		
	1	Information Systems Analyst II (89L)	1	Senior Information Technology Technical Support Analyst (89D)

Department	No of Pos.	Present Classification	No of Pos.	Classification Findings
Health Services – Administration (cont'd)	1	Information Systems Analyst Aid (80J)	7	Network Systems Administrator II (91D)
	1	Information Systems Analyst I (87D)		
	5	Information Systems Analyst II (89L)		
	5	Information Systems Analyst II (89L)	5	Senior Network Systems Administrator (95D)
Health Services – Coastal Cluster	1	Data Control Clerk (59J)	8	Information Technology Technical Support Analyst I (81D)
	4	Computer Equipment Operator (62L)		
	2	Computer System Operator (68G)		
	1	Information Technology Aide (69D)		
	1	Information Systems Analyst Aid (80J)	3	Information Technology Technical Support Analyst II (85D)
	1	Senior Medical Stenographer (71B)		
	1	Information Systems Analyst II (89L)		
	2	Information Systems Analyst II (89L)	2	Senior Information Technology Technical Support Analyst (89D)
	5	Information Systems Analyst II (89L)	5	Network Systems Administrator II (91D)
Health Services – Office of Managed Care	3	Information Systems Analyst II (89L)	3	Senior Network Systems Administrator (95D)
Health Services – Office of Managed Care	1	Information Systems Analyst II (89L)	1	Network Systems Administrator II (91D)
	1	Senior Information Systems Analyst (97C)	1	Senior Network Systems Administrator (95D)
Health Services - Northeast Cluster	1	Data Control Clerk (59J)	2	Information Technology Technical Support Analyst I (81D)
	1	Computer Equipment Operator (62L)		
	5	Information Systems Analyst Aid (80J)	5	Information Technology Technical Support Analyst II (85D)
	5	Information Systems Analyst II (89L)	5	Senior Information Technology Technical Support Analyst (89D)
	1	Information Systems Analyst II (89L)	1	Network Systems Administrator II (91D)
	7	Information Systems Analyst II (89L)	8	Senior Network Systems Administrator (95D)
Health Services - Rancho Los Amigos National Rehab Center	1	Supervising Information Systems Support Analyst (95C)		
	2	Senior Clerk (64C)	3	Information Technology Technical Support Analyst II (85D)
Health Services - Rancho Los Amigos National Rehab Center	1	Senior Clerk (64C)	3	Information Technology Technical Support Analyst II (85D)
	2	Information Systems Analyst Aid (80J)		

Department	No of Pos.	Present Classification	No of Pos.	Classification Findings
Health Services - Rancho Los Amigos National Rehab Center (Cont'd)	1	Information Systems Analyst II (89L)	1	Senior Information Technology Technical Support Analyst (89D)
	2	Information Systems Analyst II (89L)	2	Network Systems Administrator II (91D)
	1	Information Systems Analyst II (89L)	2	Senior Network Systems Administrator (95D)
	1	Senior Information Systems Analyst (97C)		
Health Services – San Fernando Valley Cluster	1	Data Control Clerk (59J)	2	Information Technology Technical Support Analyst I (81D)
	1	Computer Systems Operator (68G)		
	3	Computer Equipment Operator (62L)	9	Information Technology Technical Support Analyst II (85D)
	2	Computer System Operator (68G)		
	1	Senior Information Technology Aide (75D)		
	3	Information Systems Analyst I (87D)		
	1	Senior Typist-Clerk (65B)	4	Senior Information Technology Technical Support Analyst (89D)
	1	Computer Equipment Operator (62L)		
	1	Computer System Operator (68G)		
	1	Information Systems Analyst II (89L)		
	1	Information Systems Analyst I (87D)	1	Network Systems Administrator I (87D)
	2	Information Systems Analyst II (89L)	2	Network Systems Administrator II (91D)
	1	Information Systems Analyst II (89L)	1	Senior Network Systems Administrator (95D)
Health Services – Southwest Cluster	1	Computer Equipment Operator (62L)	4	Information Technology Technical Support Analyst I (81D)
	1	Supervising Clerk (64C)		
	2	Information Technology Aide (69D)		
	2	Computer System Operator (68G)	5	Information Technology Technical Support Analyst II (85D)
	2	Information Technology Aide (69D)		
	1	Information Systems Analyst Aid (80J)		
	1	Information Technology Aide (69D)	4	Senior Information Technology Technical Support Analyst (89D)
	1	Senior Information Technology Aide (75D)		
	1	Information Systems Analyst I (87D)		
	1	Information Systems Analyst II (89L)		

Department	No of Pos.	Present Classification	No of Pos.	Classification Findings
Health Services – Southwest Cluster (Cont'd)	1	Information Technology Aide (69D)	4	Network Systems Administrator II (91D)
	2	Information Systems Analyst I (87D)		
	1	Information Systems Analyst II (89L)		
	1	Information Systems Analyst I (87D)	2	Senior Network Systems Administrator (95D)
	1	Information Systems Analyst II (89L)		
Internal Services Department	1	Information Technology Aide (69D)	13	Information Technology Technical Support Analyst I (81D)
	7	Computer Operator Specialist (72G)		
	3	Senior Information Technology Aide (75D)		
	2	Information Systems Support Analyst I (88D)		
	1	Computer Operator Specialist (72G)	11	Information Technology Technical Support Analyst II (85D)
	1	Senior Information Technology Aide (75D)		
	4	Information Systems Support Analyst I (88D)		
	5	Information Systems Support Analyst II (90D)		
	2	Information Systems Support Analyst I (88D)	8	Senior Information Technology Technical Support Analyst (89D)
	1	Application Developer II (90A)		
	5	Information Systems Support Analyst II (90D)		
	1	Information Technology Aide (69D)	1	Network Systems Administrator I (87D)
	1	Electronics Audio Technician (F \$5168.81)	10	Network Systems Administrator II (91D)
	6	Digital Systems Technician (F \$5440.86)		
	1	Information Systems Support Analyst I (88D)		
	1	Information Systems Support Analyst II (90D)		
	1	Application Developer II (90A)		

Department	No of Pos.	Present Classification	No of Pos.	Classification Findings
Internal Services Department (cont'd)	1	Senior Electronics Audio Technician (F \$5427.27)	24	Senior Network Systems Administrator (95D)
	3	Senior Electronics Communications Technician (F \$5712.92)		
	4	Digital Systems Technician (F \$5440.86)		
	8	Senior Digital Systems Technician (F \$5712.92)		
	1	Information Systems Support Analyst II (90D)		
	6	Senior Application Developer (94L)		
	1	Senior Information Systems Support Analyst (95C)		
Mental Health	1	Senior Information Technology Aide (75D)	3	Information Technology Technical Support Analyst I (81D)
	2	Information Systems Analyst I (87D)		
	5	Information Systems Analyst I (87D)	10	Information Technology Technical Support Analyst II (85D)
	5	Information Systems Analyst II (89L)		
	8	Information Systems Analyst II (89L)	8	Senior Information Technology Technical Support Analyst (89D)
	1	Information Technology Aide (69D)	2	Network Systems Administrator I (87D)
	1	Senior Information Technology Aide (75D)		
	3	Information Systems Analyst II (89L)	3	Network Systems Administrator II (91D)
Parks and Recreation	5	Information Systems Analyst II (89L)	5	Senior Information Technology Technical Support Analyst (89D)
	2	Information Systems Analyst II (89L)	2	Network Systems Administrator II (91D)
	2	Information Systems Analyst II (89L)	2	Senior Network Systems Administrator (95D)
Probation - Main	1	Information Systems Analyst II (89L)	2	Senior Information Technology Technical Support Analyst (89D)
	1	Senior Information Systems Analyst (97C)		
	3	Information Systems Analyst II (89L)	3	Network Systems Administrator II (91D)

Department	No of Pos.	Present Classification	No of Pos.	Classification Findings
Probation - Main (Cont'd)	3	Senior Information Systems Analyst (97C)	3	Senior Network Systems Administrator (95D)
Public Defender	1	Information Technology Aide (69D)	5	Senior Information Technology Technical Support Analyst (89D)
	4	Information Systems Analyst I (87D)		
	2	Information Systems Analyst II (89L)	2	Network Systems Administrator II (91D)
	1	Information Systems Support Analyst II (90D)	1	Senior Network Systems Administrator (95D)
Public Health – Public Health Services	2	Information Systems Analyst Aid (80J) "A"	3	Information Technology Technical Support Analyst II (85D) "A"
	2	Information Systems Analyst Aid (80J) "N"	3	Information Technology Technical Support Analyst II (85D) "N"
	1	Data Conversion Equipment Operator II (66C) "A"		
	1	Data Conversion Equipment Operator II (66C) "N"		
	1	Information Technology Aide (69D)	8	Senior Information Technology Technical Support Analyst (89D) "A"
	1	Staff Assistant II (78C) "N"	8	Senior Information Technology Technical Support Analyst (89D) "N"
	1	Senior Information Technology Aide (75D)		
	3	Information Systems Analyst I (87D) "A"		
	4	Information Systems Analyst I (87D) "N"		
	3	Information Systems Analyst II (89L) "A"		
	3	Information Systems Analyst II (89L) "N"		
	1	Epidemiology Analyst (79E) "N"	2	Network Systems Administrator II (91D) "A"
	1	Information Systems Analyst Aid (80J) "N"	4	Network Systems Administrator II (91D) "N"
	1	Information Systems Analyst I (87D) "A"		
	1	Information Systems Analyst I (87D) "N"		
	1	Information Systems Analyst II (89L) "A"		
	1	Information Systems Analyst II (89L) "N"		

Department	No of Pos.	Present Classification	No of Pos.	Classification Findings
Public Health – Public Health Services (cont'd)	3	Information Systems Analyst I (87D) "A"	9	Senior Network Systems Administrator (95D) "A"
	1	Information Systems Analyst I (87D) "N"	7	Senior Network Systems Administrator (95D) "N"
	5	Information Systems Analyst II (89L) "A"		
	6	Information Systems Analyst II (89L) "N"		
	1	Application Developer II (90A)		
Public Health – Office of AIDS Programs and Policy	1	Data Conversion Equipment, Operator I (62C) "N"	1	Information Technology Technical Support Analyst I (81D) "N"
	1	Data Conversion Equipment, Operator I (62C) "N"	1	Information Technology Technical Support Analyst II (85D) "N"
	1	Information Systems Analyst II (89L) "N"	1	Senior Information Technology Technical Support Analyst (89D) "N"
	1	Information Systems Analyst I (87D) "N"	1	Network Systems Administrator II (91D) "N"
	2	Information Systems Analyst II (89L) "N"	2	Senior Network Systems Administrator (95D) "N"
Public Health – Alcohol & Drug Program Administration	2	Information Systems Analyst Aid (80J) "N"	2	Information Technology Technical Support Analyst II (85D) "N"
	1	Information Systems Analyst I (87D) "A"	2	Senior Information Technology Technical Support Analyst (89D) "A"
	2	Information Systems Analyst I (87D) "N"	2	Senior Information Technology Technical Support Analyst (89D) "N"
	1	Information Systems Analyst II (89L) "A"		
	1	Information Systems Analyst II (89L) "N"	1	Senior Network Systems Administrator (95D) "N"
Public Health – Children's Medical Services	1	Senior Typist-Clerk (65B)	3	Senior Information Technology Technical Support Analyst (89D) "A"
	2	Information Systems Analyst I (87D) "A"	1	Senior Information Technology Technical Support Analyst (89D) "N"
	1	Information Systems Analyst I (87D) "N"		
	1	Information Systems Analyst I (87D) "N"	1	Senior Network Systems Administrator (95D) "N"
	1	Information Systems Analyst II (89L)	1	Senior Network Systems Administrator (95D)
Public Library	2	Senior Information Technology Aide (75D)	5	Information Technology Technical Support Analyst II (85D)
	3	Information Systems Analyst I (87D)		

Department	No of Pos.	Present Classification	No of Pos.	Classification Findings
Public Library (Cont'd)	4	Information Systems Analyst II (89L)	6	Network Systems Administrator II (91D)
	2	Information Systems Support Analyst II (90D)		
	1	Information Systems Analyst II (89L)	4	Senior Network Systems Administrator (95D)
	2	Information Systems Support Analyst II (90D)		
	1	Senior Information Systems Support Analyst (95C)		
Public Social Services	2	Senior Information Technology Aide (75D)	86	Information Technology Technical Support Analyst I (81D)
	84	Information Systems Analyst Aid (80J)		
	2	Information Systems Analyst I (87D)	6	Senior Information Technology Support Analyst (89D)
	4	Information Systems Analyst II (89L)		
	4	Information Systems Analyst II (89L)	4	Senior Network Systems Administrator (95D)
	5	Information Systems Analyst II (89L)	5	Network Systems Administrator II (91D)
Public Works	2	Information Technology Aide (69D)	4	Information Technology Technical Support Analyst I (81D)
	2	Senior Information Technology Aide (75D)		
	1	Electronics Communication Technician (F \$5440.86)	7	Information Technology Technical Support Analyst II (85D)
	1	Data Conversion Supervisor I (69E)		
	3	Senior Information Technology Aide (75D)		
	2	Application Developer I (88A)		
	10	Information Systems Analyst II (89L)	10	Senior Information Technology Technical Support Analyst (89D)
	1	Information Systems Analyst II (89L)	1	Network Systems Administrator II (91D)
	2	Information Systems Analyst II (89L)	4	Senior Network Systems Administrator (95D)
	1	Engineering Programmer Analyst (91B)		
	1	Principal Electrical Engineering Assistant (93E)		
Regional Planning	1	Information Systems Analyst I (87D)	1	Senior Information Technology Technical Support Analyst (89D)
	1	Information Systems Supervisor I (97C)	1	Senior Network Systems Administrator (95D)

Department	No of Pos.	Present Classification	No of Pos.	Classification Findings
Sheriff—Custody	1	Senior Information Systems Analyst (97C)	1	Senior Information Technology Technical Support Analyst (89D)
Sheriff--Detective	4	Information Systems Analyst II (89L)	5	Senior Information Technology Technical Support Analyst (89D)
	1	Senior Information Systems Analyst (97C)		
Sheriff—General Support	1	Information Technology Aide (69D)	4	Information Technology Technical Support Analyst I (81D)
	3	Senior Information Technology Aide (75D)	7	Information Technology Technical Support Analyst II (85D)
	1	Information Technology Aide (69D)		
	5	Senior Information Technology Aide (75D)		
	1	Information Systems Analyst II (89L)	2	Senior Information Technology Technical Support Analyst (89D)
	2	Senior Information Systems Analyst (97C)		
	3	Application Developer II (90A)	3	Network Systems Administrator I (87D)
	1	Information Systems Analyst II (89L)	2	Network Systems Administrator II (91D)
	1	Senior Information Systems Analyst (97C)		
Sheriff--Patrol	3	Information Systems Analyst II (89L)	5	Senior Information Technology Technical Support Analyst (89D)
	2	Senior Information Systems Analyst (97C)		
Treasurer and Tax	3	Information Systems Analyst II (89L)	3	Senior Information Technology Technical Support Analyst (89D)
	2	Information Systems Analyst II (89L)	2	Network Systems Administrator II (91D)
	1	Senior Information Systems Analyst (97C)	1	Senior Network Systems Administrator (95D)
Total	595			